



Charles County Department of Emergency Services STANDARD OPERATING PROCEDURES

Section 400 - Operational Safety

Operational Safety - 400.00		
S.O.P. # 400.08	Fitness for Duty	PAGE: 1 OF 2
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REVISED: 09/2016	Authorized: William Stephens, Director	

400.08.01 Purpose

To define a policy on an employee's fitness for duty and outline procedures for when an employee is deemed unfit for duty.

400.08.02 General

The rigorous nature of work in the field of public safety requires employees to competently and safely operate as emergency response providers. The Department of Emergency Services requires each employee to be fully prepared and ready for duty at the start of each shift. This SOP is a supplement to the *Charles County Government Safety Manual*.

400.08.03 Definition

"Fitness for Duty" shall be defined as a state in which an employee has had an adequate time of both sobriety and rest so that when they report to work they are fresh, alert and adaptive enough to perform their job in a safe and competent manner.

400.08.04 Policy

1. An employee shall have a minimum of twelve (12) hours between the time they report for duty and:
 - i. Their last consumption of alcohol
 - ii. Their last consumption of prescription medications that would affect their ability to safely and competently carry out their assigned duties
2. Employees are not permitted to work greater than forty (40) hours consecutively. These hours are inclusive of all divisions of Emergency Services, collateral duty assignments and secondary employment.
3. Employees will have a minimum of four (4) hours of rest between shifts for every twelve (12) hours of consecutive work. For example:
 - i. 12 hours of consecutive work requires 4 hours of rest prior to beginning another shift
 - ii. 24 hours of consecutive work requires 8 hours of rest prior to beginning another shift
 - iii. 36 hours of consecutive work requires 12 hours of rest prior to beginning another shift



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4. Should the on-duty supervisor suspect that an employee is not fit for duty based on their observations, judgement and reasonable suspicions per the County Safety Manual; the employee will be relieved from duty for the remainder of their shift. The employee will utilize their own leave until an administrative review of the incident has been completed. The use of administrative leave will be determined at that time.